

NASA Glenn Research Center  
Cleveland, Ohio

October 31, 2000

TO: Glenn Supervisors

FROM: 0400/Chief, Office of Human Resources

SUBJECT: Making Irregular Tour Assignments Versus Maxiflex - Extension

As you are aware, we will be implementing the Glenn Procedures and Guidelines (GLPG) on Work Schedules on November 5, 2000. As part of that process, the Maxiflex tour of duty will be available for use. On October 19, 2000, you were asked to review all employees in your organization that are currently assigned to an Irregular Tour of Duty and determine if they should remain on an Irregular Tour or be changed to Maxiflex. It was requested that you provide to the Employee Commercial Payments Branch before November 5, 2000, a list of employees in your organization that you want to continue on Irregular Tour. Due to a number of questions that have been raised regarding this matter, an extension is being granted until November 17, 2000, to provide the list of employees to be continued on Irregular Tour to the Employee Commercial Payments Branch.

No employee on an Irregular Tour will be moved to the Maxiflex Tour of Duty until you submit your list. If you do not submit a list on or before November 17, 2000, however, it will be assumed that you wish all your employees currently on an Irregular Tour to be changed to the Maxiflex Tour of Duty. If you submit the list prior to November 5, 2000, the original due date, the change will be effective for the pay period beginning November 5, 2000. If you submit the list after November 5 and before November 17, the change will be effective for the pay period beginning November 19, 2000.

Specific information regarding the GLPG, Maxiflex, and the process of moving employees from Irregular Tour to Maxiflex will be discussed in detail at the briefing session scheduled for supervisors on November 1, 2000, from 9 a.m. – 11:30 a.m. in the DEB auditorium. There will also be a briefing session for employees on November 2, 2000, from 9 a.m. – 11 a.m. in the DEB auditorium. The GLPG as well as the briefing charts, will be available at the training and will be posted on the Web following the briefing sessions. The GLPG will be available on the NASA Online Directives Information System (NODIS) at <http://nodis.hq.nasa.gov/>. The Work Schedules information charts will be posted on the OHR Home Page at <http://www.grc.nasa.gov/WWW/OHR/>. The time and attendance briefing charts will be available on the Financial Management Division Home Page at <http://fmd.grc.nasa.gov/>.

Questions regarding this may be directed to Lori Pietravoia at extension 3-2506.

/s/

Maury L. Blanton

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